



www.beverlyhills.org

COMMUNITY DEVELOPMENT DEPARTMENT

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**CITY OF BEVERLY HILLS
APPLICATION FOR TELECOMMUNICATIONS INSTALLATION**

Applicant Name/Project: _____

Authorized Agent: _____ Telephone: _____

Business License # (or date license application submitted): _____

Address of Site(s) (or location description):

Is the project new or part of an existing system within the City: _____

Proposed Project Includes: (Please check any that apply)

- | | |
|---|--|
| <input type="checkbox"/> Antennae
Height: _____
Number of antennae: _____
(Attach manufacturer's specifications) | <input type="checkbox"/> Site on commercial-private property |
| <input type="checkbox"/> Site on City-owned property | <input type="checkbox"/> Site on residential-private property |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> On the public right-of-way (street or easement) |

ADDITIONAL INFORMATION RELEVANT TO THE REQUEST
(e.g., term of location, ownership of site, unique attributes, etc.)

SUBMITTED BY:

Name (Please Print) Company Telephone

Street Address City Zip Code

Signature: _____ Date: _____

Name of Property Owner (Print Name): _____

Property Owner Signature: _____ Date: _____



CITY OF BEVERLY HILLS TELECOMMUNICATIONS INSTALLATION

APPLICATION REQUIREMENTS CHECKLIST

(Please check box for each item)

1) Architectural Plans (6 sets of plans) shall include the following:

- ☐ Location Map of the site
- ☐ Site Plan drawn to scale
Include existing improvements on the site (e.g., buildings, structures, landscaping, and if applicable, the location and type of other wireless providers' at the site)
- ☐ Floor Plan and Elevation drawings (include all dimensions of antenna and equipment; floor plan shall describe antennae and equipment locations)
- ☐ Roof Plan (if applicable)
- ☐ Description of support structures (e.g. detail drawings, mounting method, profile or cross-section diagrams)

2) Code Compliance Clearance Review

- ☐ Go to the Building & Safety Division for code compliance clearance review and have TWO of the sets of plans stamped by a Plan Review Engineer (PRE). *(This review is not a permit, and may take more than one day depending on the complexity and extent of your proposal.)*

2) Site Photos and Photosimulations (3 sets)

- ☐ Existing site photographs and photosimulated images of the proposed facility.

3) Property Owner Authorization

- ☐ Authorized Property Owner Signature (provided on application) or Letter of Authorization

If the site is proposed on City property, on the public right-of-way, or on easement property, the City's review will include authorization. Additional notification and authorization may be required dependent upon location of the site.

4) A Report that includes the following:

- ☐ Information that states that the proposed facility at the subject location will meet RF (radio frequency) human exposure guidelines, in accordance with ANSI and FCC requirements.
- ☐ Statement regarding non-interference with other existing systems
- ☐ Type of communication service to be provided (e.g., voice, video, data, fixed-wireless, broadband, PCS, etc.)
- ☐ The nature of the particular site/route, how it fits into the wireless provider's network system.

- ☐ The extent of the existing and proposed coverage, include future plans for expansion in the City of Beverly Hills
- ☐ Provide an RF-approved (Radio Frequency Engineer) Coverage Map that illustrates the existing sites how the proposed site extends/improves the coverage for the area.
- ☐ The frequency and method of equipment inspection and maintenance.
- ☐ Identify if the building owner and telecommunications company is willing to accommodate the co-location of other telecommunications antennae

Note: Architectural (Design) Review may be required, which include application fees. Please consult with Planning Division staff regarding the Application and Fee Schedule.

Please sign below verifying the submission of the items listed above:

Signature of the Applicant

Date